



Wisconsin Department of Corrections

Governor Scott Walker | Secretary Jon E. Litscher

Office of Detention Facilities

November 28, 2017

Chief David L. Lukoski
City of Ripon Police Department
100 East Jackson Street
Ripon, WI 54971

Dear Chief Lukoski:

On November 9, 2017, the annual inspection of the City of Ripon Police Department Municipal Lockup was conducted pursuant to Wisconsin Statute 301.37(3). The inspection compared the facility and its operation to applicable State statutes and Department of Corrections Administrative Rule Chapter DOC 349. This report summarizes my findings, an overall summary of facility operations, and any statute or administrative rule violations.

The lock-up facility had been used 83 times so far in 2017 for adults & 1 time for juveniles.

Summary of Lockup Operations

- The three-cell detention area was inspected and found to be in very good condition. All doors and locks were found to be in good working order. The facility was neat and orderly. It is evident staff take pride in the professional appearance of the facility.
- Officers are using an updated pre-custody form for Fond du Lac County.

State Statute and Administrative Code Violations

No state statute or administrative code violations were detected during this inspection.

Recommendations

- [REDACTED]

Please extend my gratitude to Sgt. Troy Damsteegt for his assistance and accommodation provided to me during the inspection process. I appreciate the time he was able to spend with me to discuss the lockup operations. Sgt. Damsteegt has done a good job of reviewing the overall operations and increasing his knowledge and understanding of the requirements.

If you have questions or concerns regarding the inspection or I can be of any service to you or your staff please feel free to contact me.

The City of Ripon Police Department Municipal Lockup is approved by the Department of Corrections for the short-term detention of adults and juveniles. The maximum capacity of each of the three cells is one (1) (confirmed during the inspection process). These approvals are contingent on continuing compliance with all applicable Wisconsin State statutes and administrative rules.

Sincerely,

A handwritten signature in cursive script that reads "Nancy Thelen".

Nancy Thelen, Northeastern Region
DOC-Office of Detention Facilities

cc: Sgt. Troy Damsteegt
Kristi Dietz, Director – ODF
Regional file

DEPARTMENT OF CORRECTIONS
OFFICE OF DETENTION FACILITIES
MUNICIPAL LOCKUP INSPECTION SUMMARY

Date: November 9, 2017

DOC Approved Capacity: 3

Name of Facility: Ripon Police Department

Name of Official in Charge: Chief David Lukoski

Additional Contact Person: Sgt. Troy Damsteegt

DOC REQUIREMENTS

DOC 349.07 Physical Environment

Met	Not Met	N/A		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	349.07(2)(3)	Single Occupancy
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	349.07(4)	Bed/Toilet/Water Supply
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	349.07(5)	Windows/Detention Screens
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	349.07(6)(7)	Security Door at Entrance with Detention-strength Locking Device and Security Glass Observation Opening
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	349.07(8)	Exterior Lighting

Remarks: No windows in need of detention screens within facility.

DOC 349.08 Sanitation and Hygiene

Met	Not Met	N/A		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	349.08(1)(a)	Towels and Soap – <i>supplies</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	349.08(1)(b)	Hygiene Items – <i>supplies</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	349.08(1)(c)	Jail Clothing/Footwear – <i>supplies</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	349.08(1)(d)	Blankets/Laundrying – <i>supplies</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	349.08(1)(e)	Mattresses – Waterproof and Fire Retardant
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	349.08(2)	Cell/Holding Room Sanitation – <i>cleaned after each use</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	349.08(3)(4) & HFS 190 349.09(6)	Food Preparation/Service – <i>documentation of meals</i>

Remarks: A jumpsuit is available if needed. There is an agreement in place to have meals supplied by a local provider if it is required. Appropriate documentation is made on the inmate log when a meal is served. Blankets are laundered after each use. Mattress meets requirements. On the day of the inspection all rooms appeared neat and orderly. Once a cell has been used a magnet is posted on the cell door restricting use until housekeeping has cleaned it.

DOC 349.09, 349.17 and 349.19 Inmate Screening and Health Care

Met	Not Met	N/A		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	349.09(1) 349.17(1)	Admission Screening for Physical and Mental Health Problems
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	349.09(1)	Medical Care Provided – <i>documentation when provided</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	349.09(2)	Emergency Dental Care Provided - <i>documentation when provided</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	349.09(3) 349.19(4)	Control and Administration of Medications
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	349.09(3) 349.19(5)	Record of Drugs Administered - <i>documentation when provided</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	349.09(4) 349.19(2)	Storage of Drugs – <i>secure area not accessible to inmates</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	349.09(5)	Notification of Next of Kin Upon Death of Inmate

Remarks: Any person threatening or attempting suicide during inmate intake process is referred to County Mental Health for an emergency detention. Prescription drugs are left [REDACTED] or stored in an area out of reach of other inmates of the lock-up. Screenings are completed on inmate intake log. Sgt. Damsteegt reviews all logs.

DOC 349.10 Fire Safety

Met	Not Met	N/A		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	349.10(1)	Fire Protection Equipment to Include Fire Extinguishers, Fire Alarms, Smoke and Thermal Detectors and SCBAs
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	349.10(2)	Written Policies on Fire Protection and Evacuation
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	349.10(3)	Posted Evacuation Route
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	349.10(4)	Document Local Fire Inspection Every Six Months

Remarks: Fire inspections were completed on 10/04/2017 & 11/30/16. Review is being done to ensure proper inspection timeframes. Variance granted for SCBA due to proximity of fire department for 349.10(1). Policy Appendix A still in effect. Fire evacuation signs are posted in lockup area.

DOC 349.11 Records and Reporting

Met	Not Met	N/A		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	349.11(1)	Register of Inmates – <i>review</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	349.11(2)	Lockup Log – <i>review</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	349.11(3)	Records in a Secure Place
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	349.11(4)(a)(1)	48-hour Notification of an Inmate Death
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	349.11(4)(a)(2)	48-hour Notification of Attempted Suicide
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	349.11(4)(a)(3)	48-hour Notification of Inmate Injury and Hospitalization
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	349.11(4)(a)(4)	48-hour Notification of an Inmate Escape or Attempted Escape

<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	349.11(4)(a)(5)	48-hour Notification of Damage to Lockup Affecting Safety or Security
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	349.11(4)(a)(5)(b)	Information Requested by Division Shall be Promptly Furnished

Remarks: N/A indicates no events occurred which required 48-hour notification to ODF

Inmate register and log appeared to be complete and is maintained in a secure location. 48-hour notification requirements are outlined and documented in policy and procedure manual.

DOC 349.12 Security

Met	Not Met	N/A		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	349.12(1)	Physical inspection of all areas every 60 minutes and recorded in log
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	349.12(1)	Physical inspection of inmate identified as having special problems such as mental disturbances, suicidal tendency, severe alcohol or drug withdrawal every 15 minutes
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	349.12(2)	Three complete sets of lockup and fire keys
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	349.12(3)(4)	All lockup personnel shall be familiar with the lockup system and the lockup facility in event of fire or other emergency. Staff shall be knowledgeable about the storage of lockup and fire escape keys.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	349.12(5)	Monthly inspection of cell and fire escapes locks and doors to be recorded in the lockup log.

Remarks: Physical inspections occur approximately [REDACTED] and are appropriately documented. Special needs inmates are not housed at lockup, but transferred to appropriate mental health or jail facility. Detailed inspection of physical plant is scheduled monthly and then recorded. Monthly inspection process including, doors, door window locks, water, toilet, drains, smoke detector and mattress. Floor drain covers, security screws in door hinges, etc are also checked for common loosening. Sanitation and Security are documented monthly as a part of this inspection

Wisconsin State Statute Chapter 302 - Prisons; State, County and Municipal

Met	Not Met	N/A		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	302.37(1)(b)	The keeper of a lockup facility shall keep it in a clean and healthful condition and shall serve each prisoner with clean water, towels and food.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	302.37(3)(b)	Keeper of a lockup facility shall furnish toilet facilities, light and heat
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	302.41	At least one person of the same sex shall be on duty to supervise that inmate
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	302.42	There shall be an attendant present at every jail while there is a prisoner in custody
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	302.365	There shall be a Policy and Procedure manual in effect and DOC approved
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	302.38	Medical Care

Remarks: Policy manual was reviewed and authorized by Chief Lukoski in 2016 and forwarded to this office.

Detention Facilities Specialist: Nancy Thelen

cc: Kristi Dietz, Director – ODF
Regional File